

CONSERVATION FUTURES TAX LEVY (CFT) APPLICATION FOR FUNDS
INSTRUCTIONS AND CONDITIONS
(Do not submit these two pages with the application)

APPLICATION INSTRUCTIONS

GENERAL INFORMATION

1. Please review these two pages of instructions and conditions. Please also review the following two documents (visit www.kingcounty.gov/CFT, see *CFT application process* sidebar):
 - a. "Application Evaluation Criteria"
 - b. "Program Manual"
2. All applicants must complete Pages 1 through 6 of this application. There are two supplemental forms.
 - a. *Supplemental Form #1: Equity/Opportunity Area Determination*. Please only complete this form if you believe your project would provide open space in the most underserved parts of the county. Please review the first page of Supplemental Form #1 for more information. **Mandatory: If seeking equity/opportunity area determination, contact Ingrid Lundin to discuss and obtain a data report.**
 - b. *Supplemental Form #2: Non-Governmental Applicants*. Please only complete this form if you are a non-governmental group or individual submitting an application.
3. Applications are due at **4 PM Wednesday, March 6, 2019**, submitted in hard copy and by email as follows.
 - a. Hard copy submittal: submit 20 copies of the application form and attachments, stapled and three-hole-punched. Send to: Ingrid Lundin, 201 S. Jackson St., Suite 600, Seattle, WA 98104.
 - b. Electronic copy submittal: Email Ingrid.Lundin@kingcounty.gov with the following information. If submitting multiple project applications, please send one email per project.
 - i. Electronic copy of application and all attachments.
 - ii. Identify the site visit location for your project (specific address and/or location description).
4. Questions? Visit: www.kingcounty.gov/CFT or contact Ingrid.Lundin@kingcounty.gov, 206-477-4578.

MAP GUIDANCE

1. A site map and a location map are required. One additional attachment will be accepted (e.g., site photo).
2. 8 ½ x 11" paper is preferred; 11 x 17" paper is acceptable if folded and stapled in application.
3. Site Map Guidance:
 - a. Use aerial photo base layer.
 - b. Preferred colors/shading:
 - i. **RED OUTLINE**: Parcels that are current funding targets in project scope. Label with parcel numbers. Add diagonal stripe pattern for parcels where you know you will seek only an easement.
 - ii. **YELLOW OUTLINE**: Future funding targets (not for current funding request).
 - iii. **GREEN SHADING**: Existing nearby public open spaces. Please label park names or ownership.
 - c. Consider showing nearby parcels funded in recent CFT awards which are not yet acquired.
 - d. Show and label relevant features such as streams and lakes, roads, cities, urban growth boundary.
 - e. If applicable, show location of proposed site development (e.g., parking) or site restoration.
4. Location Map Guidance:
 - a. Show approximately a five-mile radius around the proposed acquisition.
 - b. Show proposed acquisition targets, public open spaces, regional trails, colors as described above.
 - c. Show relevant features such as streams and lakes, major roads, cities, urban growth boundary, agricultural or forest production district boundaries.

GENERAL CONDITIONS

1. Properties eligible for funding from CFT collections must meet the definitions of open space lands under RCW 84.34.020 and meet CFT Application Evaluation Criteria.

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2. Project applications may include one or more parcels of land. Proposed acquisitions may include fee simple or less than fee acquisitions such as conservation easements.
3. Future use of the property is restricted to low impact, passive-use recreation. This means that development of facilities to support organized/structured athletic activities such as ballfields, courts, and gyms is not allowed. Future use is further limited to non-motorized use, except as is necessary for maintenance or staging areas, including entrance roads and parking to provide public access while protecting open space resources.
4. A maximum of 15% of the total surface area of a proposed acquisition project may be developed or maintained with non-vegetative impervious surfaces, if shown necessary to provide for public use while protecting open space resources. Trail surfaces (soft-surface and paved) are not included in the calculation of this restriction. This restriction may be waived in instances where the King County Council determines, after requesting a recommendation from the King County Conservation Futures Advisory Committee, that parking or other staging areas are necessary for the use of the site and will exceed the 15% limit, e.g., scenic viewpoints.
5. CFT project funds must be expended within two years of approval by King County Council. Unspent funds may be reallocated to a previously approved project or to a new project, unless applicant demonstrates to the CFT Committee a compelling reason for continuance of CFT project funding beyond the two-year limit.

MATCHING FUNDS

Except for projects in equity/opportunity areas as defined in KCC 26.12.003.E and discussed below, a recipient of CFT funding must commit to providing a matching contribution of no less than the amount of CFT funds awarded to the project before conservation futures tax funds are reimbursed. Eligible matching fund sources include:

Cash

Land trades with a valuation verified by MAI (Member of the Appraisal Institute) appraisal

The cash value, excluding King County Conservation Futures contributions, of other open spaces acquired within the previous two years

- Land trades and cash value properties should be linked to the property under application, and meet conservation futures general conditions above

Projects in equity/opportunity areas may be eligible to receive CFT funds for the entire project cost without providing match dollars. KCC 26.12.003.E establishes two ways by which a property may qualify as being in an equity/opportunity area.

1. The project meets all three of the following specified criteria:

- (a) "areas located in a census tract in which the median household income is in the lowest one-third for median household income for census tracts in King County;
 - (b) "areas located in a census tract in which hospitalization rates for asthma, diabetes, and heart disease are in the highest one-third for census tracts in King County; and
 - (c) "for areas within the Urban Growth Boundary, [that] do not have a publicly owned and accessible park within one-quarter mile of a residence, or for areas outside the Urban Growth Boundary[,] that do not have a publicly owned and accessible park within two miles of a residence."

2. Alternatively, a project may qualify if "the project proponent or proponents can demonstrate, and the citizen oversight committee determines, that residents living in the area experience disproportionately limited access to public open spaces as well as demonstrated hardships such as, but not limited to, chronic low incomes, persistent poor health, or high rates of utilization of free and reduced price school meals."

The CFT Committee will make a determination as to whether the project meets equity/opportunity area criteria and qualifies for match-free funding. The Committee will then determine whether to recommend to King County Council that the project receive a CFT funding award.



CONSERVATION FUTURES TAX LEVY (CFT) APPLICATION FOR 2020 FUNDS

Project Name:	
Applicant Jurisdiction:	
If applicable, Open Space System Name: <i>(Only if applicable, the name of a larger connected system, such as Cedar River Greenway, Mountains to Sound, a Regional Trail, etc.)</i>	
Proposed Project Acreage: <i>(Identify the acreage targeted under this year's funding request)</i>	CFT Funding Request: <i>(Dollar amount of CFT award requested)</i>
Total Project Acreage: <i>(Estimate total acreage at project completion for multi-year projects)</i>	KC PL Funding Request: <i>(King County Projects Only: Dollar amount of KC Parks Levy requested)</i>

Type of Acquisition(s): Fee Title Conservation Easement Other:

King County Council District in which project is located¹:

CONTACT INFORMATION

Contact Name:	Phone:
Title:	Email:
Address:	Date:

SECTION 1. PROJECT SUMMARY

In the space below, provide a brief description of the project. Please reference how the targeted parcels are significant individually, and (if relevant) as part of a larger open space system, reach, or watershed.

¹ King County Council District information here: https://www.kingcounty.gov/council/councilmembers/find_district.aspx

SECTION 2. OPEN SPACE RESOURCES

Before answering Sections 2 & 3, please review “King County Conservation Futures (CFT) Application Evaluation Criteria.” Please mark the checkbox for each criterion that applies to the parcels that are current funding targets. Then briefly describe in the space below how the proposed acquisition satisfies each marked criterion. Consider, if applicable, both the landscape and individual parcel level.

- A. Wildlife habitat or rare plant reserve
- B. Salmon habitat and aquatic resources
- C. Scenic resources
- D. Community separator
- E. Historic/cultural resources
- F. Urban passive-use natural area/greenbelt
- G. Park/open space or natural corridor addition
- H. Passive recreation opportunity/unmet needs
- I. Equity/opportunity area projects that seek to redress historic disparities in access to open space

SECTION 3. ADDITIONAL FACTORS

Please mark the checkbox for each criterion that applies to the parcels that are the current funding targets. Then briefly describe in the space below how the proposed acquisition satisfies each marked criterion.

- A. Educational/interpretive opportunity
- B. Threat of loss of open space resources
- C. Feasibility: Ownership complexity/willing seller(s)/community support
- D. Describe any public or private partnerships that will enhance this project
- E. Is the property identified in an adopted park, open space, comprehensive, or community plan?
- F. Transferable Development Rights (TDR) participation

SECTION 4. PARCEL DETAILS

A. Please provide information about the parcels that are current and future funding targets.

i. Parcels that are Current Funding Targets - i.e., those parcels which would be acquired with requested funding, shown in red on your maps. Find this information on Assessor's Report/Property Details accessed through King County iMAP (<https://gismaps.kingcounty.gov/iMap/>). Add more rows if needed.

Parcel Number (do not use hyphen, e.g., 1234567890)	Acreage	Zoning ²	Assessor's "Appraised Land Value" ³	Assessor's "Appraised Improvements Value"	Estimated Cost to Purchase Desired Property Interest	Property Interest Sought (fee, easement, or TBD)

ii. Future Funding Targets - i.e., those parcels shown in yellow on your maps. Please list the parcel numbers here (no additional information needed):

B. How did you estimate the cost to purchase parcels? (e.g., appraisal, estimate from assessor's values, etc).

C. Are any parcels are enrolled in the Current Use Taxation program (a voluntary conservation program)? ⁴

SECTION 5. PROPERTY USE, STEWARDSHIP, AND MAINTENANCE

A. What is the intended future use of the property (e.g., passive recreation, habitat restoration, timber management, agricultural production)? Will this land be available for public use?

B. How will the property be stewarded and maintained, and using what funding? Does the property lend itself to volunteer stewardship opportunities or community participation?

C. What are the biggest challenges you anticipate in managing this site?

D. Will you be purchasing and demolishing any structures on the target parcel(s)? Explain why this is necessary.

E. Do you intend to reserve any part of the site for non-CFT-eligible activities, such as more intensive recreation or retaining a structure on a fee purchase? (Funds used for that purchase can't count as CFT match.)

² Please explain what the zoning designation means if you don't think it would be evident to the committee.

³ Parcels enrolled in Current Use Taxation for "Forestry" may not have a valid "appraised land value" or acreage.

⁴ Visit www.kingcounty.gov/incentives, and use the "Interactive Map" to check enrollment for your target parcel(s).

SECTION 6. PROJECT BUDGET

Please provide budget information for the parcels that are the current funding targets.

FUNDING REQUEST

REQUESTED AMOUNT	
CFT Funding Request	\$
KC Parks Levy (PL) Request (for county projects only)	\$
Total Funding Request	\$

TOTAL CFT PROJECT COSTS

PROJECT COSTS	ESTIMATED DOLLAR AMOUNT OR RANGE
Total property interest value	
Title and appraisal work	
Closing, fees, taxes	
Relocation costs	
Hazardous waste reports	
Directly related staff, administration and legal costs	
<i>Only if applicable:</i> Value of land used as match ⁵	
Total Estimated Project Costs	

FUNDING/MATCH TABLE

Please document the sources of match that you have secured, or intend to seek, towards the parcels that are the current funding targets. If you don't yet have match secured, please note how you plan to obtain it.

If you seek a match waiver (based on equity/opportunity area determination), please write "Match Waiver Requested" in table below and complete Supplemental Form #1: Equity/Opportunity Area Determination.

CFT FUNDING	Date Funding Secured	Dollar Amount
CFT Funding Request	N/A	
Past CFT Funding Available (i.e., funds remaining from past awards, to be spent on current target parcels)		
MATCH FUNDING SECURED Sources/Status:	Date Funding Secured	Dollar Amount
MATCH FUNDING STILL SOUGHT Sources/ Plan to obtain match?:	Date Funding Anticipated	Dollar Amount

⁵ If you are providing cash match, ignore this instruction. If your match consists of a land trade or the cash value of recent open space purchases, please reflect the match property's estimated value in the "Value of land used as match" row. Your "Total Estimated Project Costs" will include this match property's estimated value.

SECTION 7. BOND FUNDING POTENTIAL (SPECIAL SECTION FOR 2019)

Projects applying in 2019 may be able to qualify for bond-backed Conservation Futures funds, in addition to annual awards. Criteria A through D below are factors that may make projects most competitive for bond funding. Mark the checkbox for each criterion that applies to the parcels that are the current funding targets, and briefly describe in the space below how the proposed acquisition satisfies each marked criterion. Please note, if necessary, whether certain parcels in your scope meet the criteria, but other parcels in your scope do not.

- A. Acquisition can occur in late 2019 or soon thereafter
- B. Transaction is highly likely to be successful
- C. Match is secured
- D. Property acquired in fee will not be leased or sold for private benefit (i.e., leased to a private party or surplused. Note that acquisition of conservation easements, TDR easements, farm covenants where underlying fee remains in private ownership is generally acceptable.)

SUPPLEMENTAL FORM #1: EQUITY/OPPORTUNITY AREA DETERMINATION

Guidance for Applicant

Complete this supplemental form only if you seek a determination of whether your project is in an equity/opportunity area. Please thoroughly review the guidance on this page to determine whether your project may qualify.

Mandatory: Contact CFT Program Coordinator to receive a data report on how the target parcel(s) meet certain criteria. Complete this form using the data report, but also feel free to share additional relevant information to make the case that your project is in an equity/opportunity area.

Key Information on Equity/Opportunity Areas and Match Waivers

This program is intended to apply to projects that would provide open space in the most underserved parts of the county, where past history of inequities, discrimination, and limited regional investment – including investment in open space – is evident today. The program is intended to help eliminate disparities in access to public open spaces and trails in communities with the greatest and most acute needs.

Properties that are determined by the CFT Committee to be in an equity/opportunity area may qualify for a match waiver if the project is awarded CFT funds (a match waiver means that CFT could fund 100% of the eligible acquisition costs). Determination that a project is in an equity/opportunity area and qualifies for match waiver does not mean that the project would receive CFT funding. The Committee's funding recommendation will be based on further evaluation of the project's merits. King County Council makes final funding determination.

There are two different methods to establish whether the project qualifies as being in an equity/opportunity area (based on King County Code 26.12.003.E), and thereby may be eligible to receive CFT funding for the entire project cost without providing match dollars.

Method #1 (evaluated in **Question 1** below in this supplemental form)

The project meets all three of the following specified criteria:

- A. "areas located in a census tract in which the median household income is in the lowest one-third for median household income for census tracts in King County;
- B. "areas located in a census tract in which hospitalization rates for asthma, diabetes, and heart disease are in the highest one-third for census tracts in King County; and
- C. "for areas within the Urban Growth Boundary, [that] do not have a publicly owned and accessible park within one-quarter mile of a residence, or for areas outside the Urban Growth Boundary[,] that do not have a publicly owned and accessible park within two miles of a residence."

Method #2 (evaluated in **Question 2** in this supplemental form)

If the project does not qualify under Method #1, it may qualify if:

"the project proponent or proponents can demonstrate, and the citizen oversight committee determines, that residents living in the area experience disproportionately limited access to public open spaces as well as demonstrated hardships such as, but not limited to, chronic low incomes, persistent poor health, or high rates of utilization of free and reduced price school meals."

Equity/Opportunity Area proposals should have engagement and collaboration with community-based organizations and/or members of the community. Collaboration can be demonstrated through at least two letters of support and a description of community outreach held to date, or planned in the future. Proposals that demonstrate community support will be prioritized higher than those without demonstrated support.

SUPPLEMENTAL FORM #1: EQUITY/OPPORTUNITY AREA DETERMINATION, continued

Question 1.

If a project meets all three of the criteria below, then it qualifies as being in an equity/opportunity area and is eligible for a match waiver if project is recommended for CFT funding. Please indicate "yes" or "no" to each criterion below, and briefly describe how it meets that criterion (e.g., "this site's census tract is in the 28th percentile of census tracts for income").

Does Project Meet These Criteria?	Yes	No
1A. Located in a census tract in which the median household income is in the lowest one-third for median household income for census tracts in King County?	<input type="checkbox"/>	<input type="checkbox"/>
Describe:		
1B. Located in a census tract in which hospitalization rates for asthma, diabetes, and heart disease are in the highest one-third for census tracts in King County?	<input type="checkbox"/>	<input type="checkbox"/>
Describe:		
1C. For areas within the Urban Growth Boundary, that do not have a publicly owned and accessible park/open space within one-quarter mile of a residence, or for areas outside the Urban Growth Boundary, that do not have a publicly owned and accessible park/open space within two miles of a residence.	<input type="checkbox"/>	<input type="checkbox"/>
Describe (noting specifically what is the nearest open space & how far away it is):		

SUPPLEMENTAL FORM #1: EQUITY/OPPORTUNITY AREA DETERMINATION, continued

Instructions

If you answered “Yes” to all three criteria in Question 1, please skip Question 2 – go on to Questions 3 & 4.

If you answered “No” to one or more of the criteria in Question 1, please answer Questions 2-4.

Question 2.

If a project does not meet all three of the criteria in Question 1, the CFT Committee may determine that projects qualify as being located in an equity/opportunity area if the project proponent can demonstrate limited open space access as well as other demonstrated hardships. Please share relevant information below.

2A. OPEN SPACE ACCESS. Do residents living in the area experience disproportionately limited access to public open spaces? (e.g. a freeway, major arterial, or river prevents access to nearby open spaces; the nearest open space is $\frac{1}{2}$ mile away; etc)

2B. INCOME/ECONOMIC INFORMATION. You already reported on income data in Question 1A. Is there additional income information for the immediate area that the committee should consider? (e.g. federal poverty level, rate of utilization of free and reduced price school meals)

2C. HEALTH. You already reported on health data in Question 1B. Is there additional health information for the immediate area that the committee should consider?

2D. SOCIAL/DEMOGRAPHIC. Is there social or demographic information the Committee should consider? (e.g. % of population under 5; racial diversity; average life expectancy; diversity of languages spoken)

2E. Please briefly note any other information the Committee should consider, beyond what you presented above.

SUPPLEMENTAL FORM #1: EQUITY/OPPORTUNITY AREA DETERMINATION, continued

Question 3.

Please describe your community engagement and collaboration with community-based organizations and/or members of the community. Please provide at least two letters of support. If you have not engaged in such outreach, please describe your planned community outreach.

Question 4.

If the Committee determines that this project does not qualify as being in an equity/opportunity area, the Committee will need to know whether you still want to be awarded CFT funding for up to 50% of project costs, which would require a dollar-for-dollar match.

4A. If you do not qualify for a match waiver, do you want to be considered for a CFT award that would require a dollar-for-dollar match? Mark Yes or No. If you mark no, your project will only be recommended for CFT funding if you qualify for a match waiver.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Instructions

If you answered “Yes” to question 4A, please complete questions 4B and 4C.

If you answered “No” to question 4A, skip questions 4B and 4C. You are done with this supplemental form..

4B. If you answered “Yes” above, identify the reduced CFT funding amount you would seek only in the event that you don’t qualify for a match waiver. Typically that would represent 50% of your total project cost.

\$ [suggested dollar amount]

4C. Describe what your strategy would be to raise the necessary matching funds.

SUPPLEMENTAL FORM #2: NON-GOVERNMENTAL APPLICANTS

Guidance to Applicant

Complete this supplemental form only if you are a non-profit, community group, individual, or other type of non-governmental group applying for funds, to help provide information about your organization and determine eligibility for funding. Do not complete this form if you are applying from a governmental agency.

Key Information on Non-Governmental Applicants

While community groups or individuals may submit applications, only two types of non-governmental entities may actually receive CFT funding to acquire property as based on state law:

- nonprofit historic preservation corporation: an organization which qualifies as being tax exempt under 26 U.S.C. section 501(c)(3) of the United States Internal Revenue Code of 1954, as amended, and which has as one of its principal purposes the conducting or facilitating of historic preservation activities within the state, including conservation or preservation of historic sites, districts, buildings, and artifacts. (RCW 64.04.130)
- nonprofit nature conservancy corporation or association: an organization which qualifies as being tax exempt under 26 U.S.C. section 501(c) (of the Internal Revenue Code) as it exists on June 25, 1976 and one which has as one of its principal purposes the conducting or facilitating of scientific research; the conserving of natural resources, including but not limited to biological resources, for the general public; or the conserving of open spaces, including but not limited to wildlife habitat to be utilized as public access areas, for the use and enjoyment of the general public. (RCW 84.34.250)

1. Nonprofit eligibility to receive CFT funding for acquisitions.

	Yes	No
1A. Are you a nonprofit historic preservation corporation with 501(c) tax-exempt status?	<input type="checkbox"/>	<input type="checkbox"/>
1B. Are you a nonprofit nature conservancy corporation or association with 501(c) tax-exempt status?	<input type="checkbox"/>	<input type="checkbox"/>
1C. If you answered “No” to both 1A and 1B, are you applying in partnership with one of these two types of eligible nonprofits?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “Yes” to 1C, please describe how you are partnering with an eligible non-profit.

2. Jurisdictional agency partnership.

	Yes	No
2A. Does governmental agency of the jurisdiction in which your project is located know about your application?	<input type="checkbox"/>	<input type="checkbox"/>
2B. Does that government support your application?	<input type="checkbox"/>	<input type="checkbox"/>
2C. Are they willing to be a project partner and receive funding on your behalf?	<input type="checkbox"/>	<input type="checkbox"/>

Please describe your relationship with the governmental agency of the jurisdiction on this project:

SUPPLEMENTAL FORM #2: NON-GOVERNMENTAL APPLICANTS, continued

3. If you indicated above that you are not partnering with an eligible nonprofit or the jurisdictional government, how do you propose to make your project eligible to receive CFT funds?

4. Please help the Committee understand your organizational capacity. How long has your organization been in existence? What is your previous track record of success on similar projects? Do you have a project manager identified to successfully manage this property for the foreseeable future?

5. What long-term funding stream will pay for land management and maintenance, insurance, liability coverage, site development, and other costs associated with owning this land?

6. What would happen to this property if your organization ceased to exist? (e.g., is a CFT-eligible nonprofit identified as a successor in your articles of incorporation? Has the jurisdiction agreed to take ownership?)